

York University  
School of Social Work  
**FIELD EDUCATION OFFICE**  
**BSW PRACTICUM**  
**Due Dates for Forms & Evaluations**

<b><u>Forms &amp; Evaluations</u></b>	<b><u>Due</u></b>	<b><u>Submission</u></b>
Learning Contract <b>(on line)</b>	3 <sup>rd</sup> week of placement	Submit to Field Instructor-online database
Mid-Point Progress Review <b>(on line)</b>	At the half way point of your placement, which is after completing 350 hours	Submit to Field Instructor-online database
Final Evaluation <b>(on line and submit a hard copy with Student &amp; Field Instructor signatures)</b>	At the completion of your 700 placement hours (no later than August 17, 2018)	Submit to Field Instructor-online database; signed hardcopy to Faculty Advisor
Reflective Paper <b>(hard copy only)</b>	At the completion of your 700 placement hours	Submit hardcopy to Faculty Advisor
Placement Log of Hours <b>(on line)</b>	To be completed daily or weekly. Submit to Field Instructor online at midpoint (350 hours) AND at Final (700 hours), no later than August 17, 2018	Submit to Field Instructor-online database
Student Evaluation of the Practicum <b>(online)</b>	At the completion of your 700 placement hours, no later than August 17, 2018	Submit to Field Office-online database

**Important:**

- If your placement hours extend beyond the term you are registered in for the practicum, please contact your Faculty Advisor and Vina Sandher to arrange a deferral.

<http://practicum.sowk.laps.yorku.ca/files/2017/06/Grade-Deferral-Extension-Request-Form-Rev.pdf>

If you have any questions or concerns regarding your placement, please contact:

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Field Education Manager  
School of Social Work  
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E-mail: [vsandher@yorku.ca](mailto:vsandher@yorku.ca)